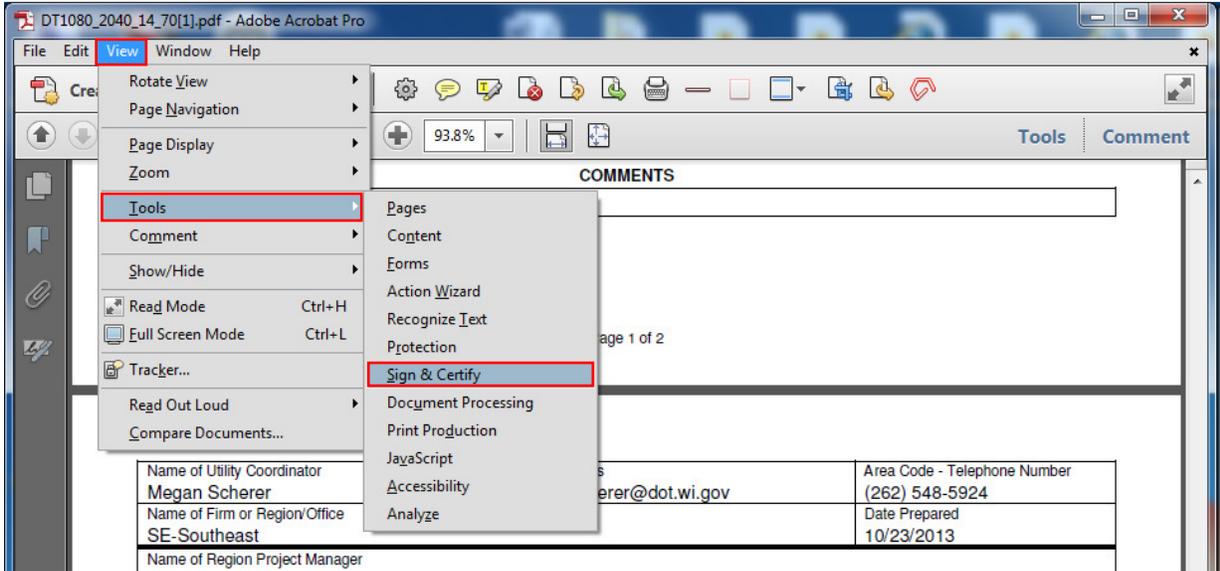
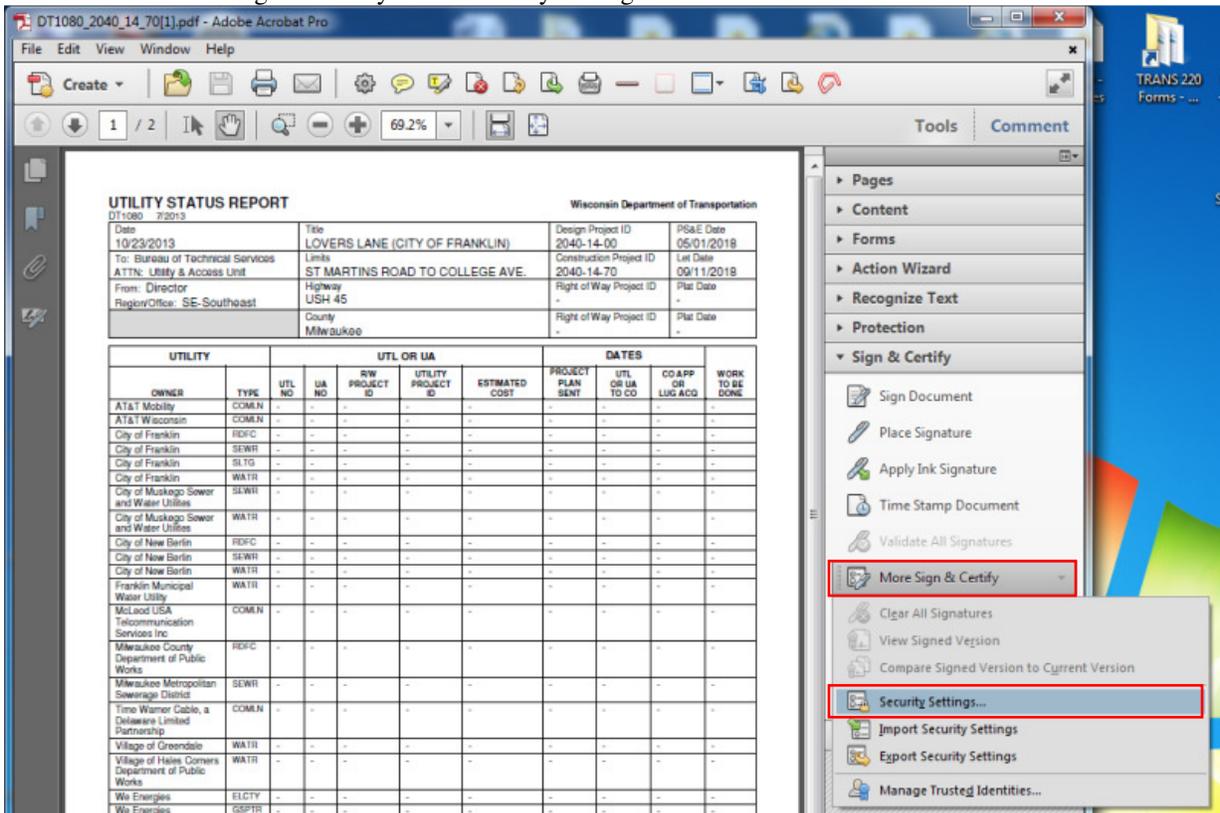


Create an ID/Signature

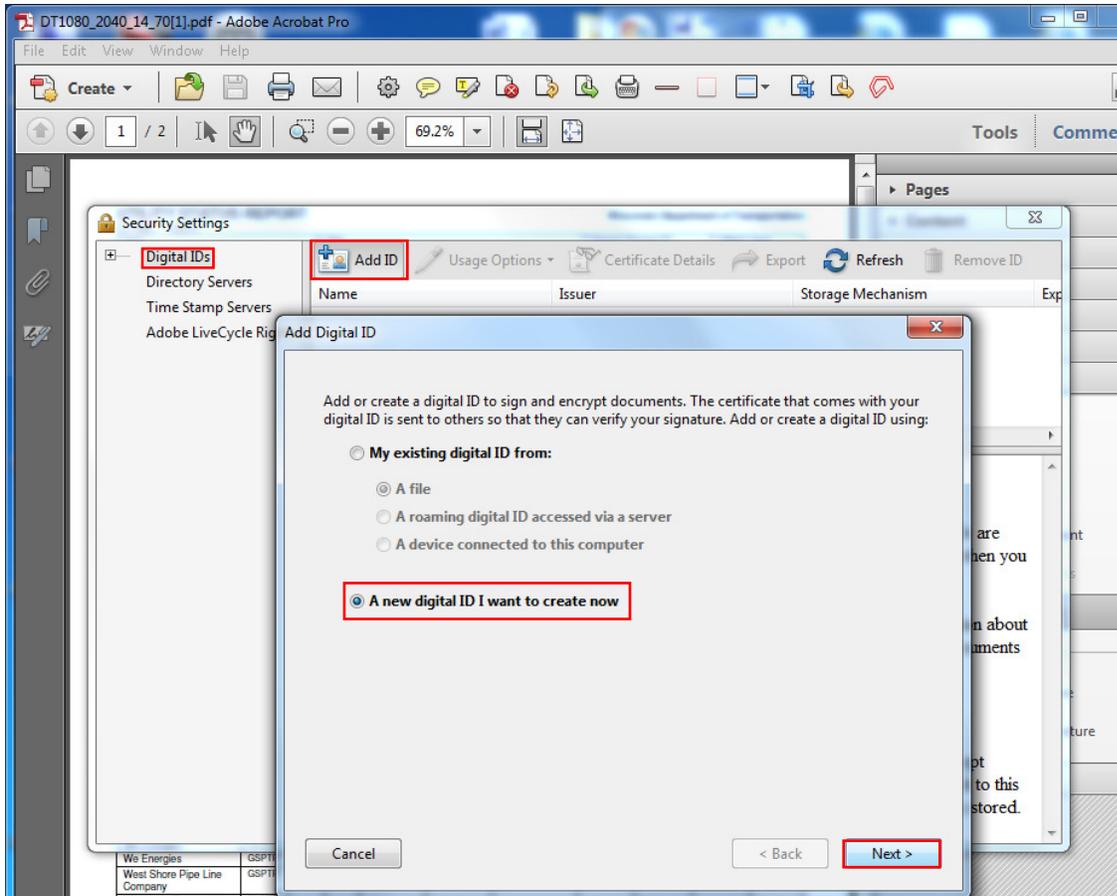
1. Open Adobe Acrobat X Professional.
2. Choose View from the menu bar.
3. Under View go to Tools and select Sign & Certify.



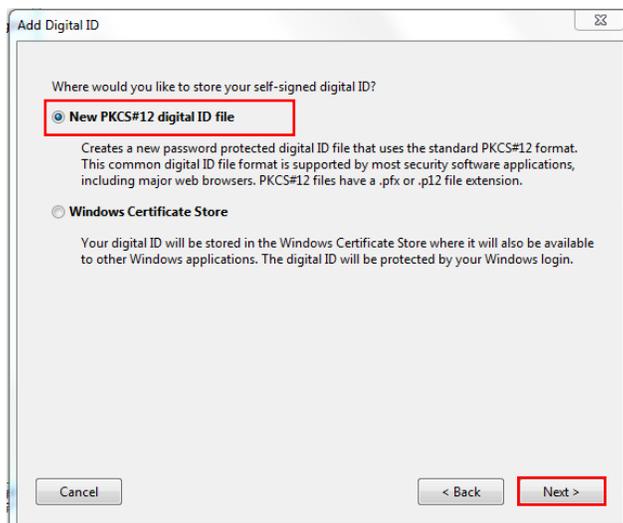
4. Select More Sign & Certify from bar that shows up on right side of the window
5. Under More Sign & Certify select Security Settings...



6. A screen should show up titled Security Settings
7. Select Digital IDs on the left side.
8. Click the Add ID button.
9. Select A new digital ID I want to create now.
10. Click Next.



11. Select **New PKCS#12 Digital ID File** to store the digital ID.
12. Click Next.



13. Type your name, organizational unit, organization name, and email address as you wish it to appear when you sign documents.
14. For Key Algorithm:, 1024-bit RSA should be selected.
15. For Use digital ID for :, Digital Signatures and Data Encryption should be selected.
16. Click Next.

17. A File Name is pre-specified, write this file name down where you store your passwords, you will need to know the location of this file if you forget your password.
18. Type a password (*Passwords are case-sensitive, must contain at least six characters, and may not contain double quotation marks or the following characters: ! @ # \$ % ^ & * , | \ ; < > _ .*).
19. Click Finish.

20. Now you are setup to digitally sign PDFs.
21. Proceed to “Send your Certificate to Others”.